Residential Properties Pending Foreclosure Form Instructions

Property Information

Box 1 – Enter 10-digit taxkey number in the following format: 999-999-999

Box 2 – Enter the address of the property you are registering in the following format: 9999 N 99th Street

Box 3 – Enter the date the foreclosure action was filed.

Box 4 – Enter the lis pendens document number.

Box 5 – Enter the CCAP case number.

Box 6 – Enter the date this form is submitted to DNS. This date should be within 5 days of the date the foreclosure action was filed in Circuit Court. If the date you entered in Box 6 is more than five days after the date entered in Box 3, you are still required to submit the form. However, the registration fee will be increased from \$250.00 to \$275.00. (See fee section below for more details).

Box 7 – Indicate if the property is currently vacant. If you check "Yes" DNS will consider this registration form as Notification of Abandonment and it will not be necessary for you to submit a separate Notice of Abandonment form for this property. However you must complete section 11 of the form to provide the name and contact information of a local agent or servicing company who will provide the day to day supervision and management of the property. This agent or servicing company must be located in the 7-county area. The 7-county area means the area within Milwaukee, Ozaukee, Kenosha, Racine, Walworth, Washington, and Waukesha counties.

Registrant Information

Box 8 – The Registrant is the Mortgagee. Enter the following information:

Name

Address

Phone number – Provide a number where we can reach you during business hours.

Officer name – Provide the name of an individual who is authorized by the registrant to accept service of process.

Preferred mailing address – Enter NA if preferred mailing address is the same as the registrant address entered previously.

Box 9 – The last known owner is the mortgager. Enter the following information for the last known owner:

Name(s)

Address

Phone number

Officer to Accept Service – Enter the name of the officer if owner is a corporation, Limited Liability Corporation, Financial Institution, etc.

Box 10 – The agent or servicing company is the person or entity authorized by the mortgagee to enter upon the property to secure the property, conduct repairs or perform maintenance as required. Enter the following information about the agent or servicing company:

Name

Address

Phone number

Preferred Contact Person

Box 11 – This information is required if you answered yes to box 7. The Local Agent or Servicing Company is a person or entity responsible for the day to day supervision & management of the property. This person should reside in the 7-county area as identified in City Ordinance 200-51.5-2-j. The 7-county area means the area within Milwaukee, Ozaukee, Kenosha, Racine, Walworth, Washington, and Waukesha counties.

Name

Address

Phone number

Preferred contact

Applications will be rejected if the property is vacant and this section is not filled in.

Box 12 – DNS accepts payment by credit card or check. If paying by credit card, the account must be on file with DNS prior to submission of the form. Call (414) 286-5077 to provide the credit card information. If paying by check, enter the notation "Check to follow" in this field. **However, please note that the registration form must be submitted electronically**. Make checks payable to: City of Milwaukee.

If paying by check please mail a copy of the registration form with the payment to: Property Recording Program DNS/RPPF 841 N. Broadway RM 105

Filing fee

Milwaukee, WI 53202-3613

For all Foreclosures actions filed with a Milwaukee County Circuit Court on or after October 29, 2010: A completed registration form and a \$250.00 fee shall be submitted to DNS within 5 days of the filing date.

- If the registration is submitted to DNS more than 5 days after the filing date the fee is \$275.00
- Box 13 Please check this box in lieu of signing the form. By checking the box, you indicate that you understand that this constitutes a legal signature. The application will not be accepted without this box being checked.
- Box 14 Enter the name of the person completing this form for the registrant. This is the person DNS will call with any questions regarding this registration form.
- Box 15 Enter the title of the person completing the form.
- Box 16 Enter the phone number of the person completing the form.
- Box 17 Enter the email address of the person completing the form.